



Mayor Vince Martinez

Deputy Mayor Patrick Olivo

Marco DiBattista, Township Committee

Marie McKenna, Township Committee

Jessica Rafeh, Township Committee

Tim Killion, Administrator

Elizabeth Peddicord, Chief Financial Officer

Katelyn Ubil, Purchasing Agent

**TOWNSHIP OF PENNSAUKEN
5605 NORTH CRESCENT BOULEVARD
PENNSAUKEN, NJ 08110**

BID 23-15

**Bid Specification For:
Weekly Janitorial Services at the Pennsauken
Police Departments/Court**

TOWNSHIP OF PENNSAUKEN
CAMDEN COUNTY, NEW JERSEY
NOTICE TO BIDDERS

Notice is hereby given that sealed bids will be received by the Township of Pennsauken on **Thursday June 22, 2023, 2023 AT 10:00am** prevailing time at the Pennsauken Municipal Building, 5605 North Crescent Blvd. Pennsauken, NJ 08109 at which time and place proposals will be opened and read in public for:

Bid 23-15 The Township of Pennsauken is seeking proposals for Weekly Janitorial Services at the Pennsauken Police Departments/Court. Award shall be made for an initial one (1) year base term with two (2) optional one (1) year extension.

Proposals must be made on the standard proposal forms, be enclosed in a sealed package bearing the name and address of the bidder and Bid #, Bid Title and Respondent Name on the outside, addressed to Katelyn Ubil, Purchasing Agent at the address above.

Specifications and Proposal forms are on file in the office of the Township Clerk and may be obtained during regular hours from 8:30 am and 4:30 pm Monday through Friday. Cost is \$20.00 (\$25.00 if mailed) and is non-refundable. **They may also be downloaded from the Township's website free of charge at www.twp.pennsauken.nj.us**

Pursuant to N.J.S.A 40A:11-23c, Addenda may be issued for the bids. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement. If bidders obtain a bid from the website, it is their responsibility to check the website and purchasing department prior to the bid opening to see if addenda have been issued. Copies of addenda or notice of same will be made available on the Township Website or will be faxed or sent via U.S. Mail to all registered vendors, bidders who pick up bid specifications from the Municipal Building or receive specifications from the Municipal Building or receive specifications by mail will automatically receive copies of addenda.

A proposal form which is included with the specifications is to be completed and returned with the bid.

The signed proposal forms must be delivered to the place on or before the hour named above. Bidders name, address and bid packet number must appear on the outside of a sealed envelope. The right is reserved to reject any or all proposals, in whole or in part, or to make awards to such bidder or bidders who, in the judgment of the Township Committee makes the most advantageous bid and to waive such informalities as may be permitted by law.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 et seq.

By order of the Township Committee of the Township of Pennsauken, in the County of Camden and the State of New Jersey.

Elizabeth Peddicord, QPA

DATED: June 9, 2023

Questions by prospective bidders concerning the bid may be addressed to Katelyn Ubil, Purchasing Agent for the Township of Pennsauken in writing via email: kubil@twp.pennsauken.nj.us or via fax (856) 665-7602. Please note the aforementioned contact is authorized only to direct the attention of prospective bidders to various portions of the contract so that they may read and interpret each portion for themselves. NO employee of the Township of Pennsauken is authorized to give interpretations of any portion of this bid or to give information as to the requirements for the bid in addition to that already contained in the bid unless as a formal addenda.

Interpretations of the bid or additional information as to its requirements, when necessary, shall be communicated to bidders ONLY by written addendum issued by the Purchasing Agent of the Township of Pennsauken.

Township of Pennsauken

Instructions to Bidders

2023 Janitorial Services

Bid proposals will be opened and read aloud at the Municipal Building at **10:00 a.m. on Thursday June 22, 2023**. Bidders bear sole responsibility for ensuring that their bids are received by the Township prior to the time stated for receipt of bids, and that the bidders are responsible for ensuring the accuracy completeness and accessibility by the Township. **Electronic submission of Bids will not be accepted.**

1. Submission of Bid

- a. Bids must be made on the Township's proposal form and must be enclosed in a sealed envelope bearing the name and address of the bidder and the name of the project (**2023 Janitorial Service for Police Departments/ Court**) and number of Bid **23-15** on the outside addressed to the Township of Pennsauken, Office of the Township Clerk, 5605 North Crescent Boulevard, Pennsauken, New Jersey 08110.
- b. Clearly Marked Bid with the name of the item(s) being answered. Provides one (1) Original & two (2) copies of the response.
- c. Multiple Proposals Not Accepted-More than one bid from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

2. Stockholder Disclosure

All bidders must complete and forward with the bid a non-collusion affidavit and a corporate disclosure statement setting forth the name and address of all stockholders or partners owning 10% or more stock or interest of the bidder in a corporation or partnership.

3. The Township Committee intends to award the contract within 60 days from the receipt of bids and reserves the right to reject any or all bids as may be in the best interest of the Township of Pennsauken.
4. If the bidder's specifications for furnishing products or equipment are, in any respect, not the equivalent of the detailed Township specifications, this discrepancy must specifically be called to the attention of the Township in the bidder's proposal.
5. The award shall not be binding upon the Township until the contract has been executed by the Township, nor shall any work be performed on account of the proposed contract until the contract has been duly executed and delivered.

6. Termination

- A. *DEFAULT*-Non-performance of the Contractor in terms of specifications shall be a basis for termination of the contract by the Township. The Township may terminate the contract upon 30 days' written notice to the Contractor. The Township shall not pay for any services and/or materials which are unsatisfactory. The contractor may be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.
 - B. *UNCONDITIONAL TERMINATION FOR CONVENIENCE*- the Township may terminate the resultant contract for convenience by providing sixty (60) calendar days advance notice to the contractor.
 - C. *TERMINATION FOR DEFAULT*- If the Contractor fails to meet deadlines, or fails to provide the agreed upon services, and or material altogether, a termination for default will be issued, but only after the Township has determined the Contractor has failed to remedy the problem after being forewarned.
 - D. *TERMINATION BY THE TOWNSHIP*- If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the Township may terminate this contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work of this contract, the Township shall give the Contractor fifteen (15) calendar days written notice. Upon receipt of such termination notice, the Contractor shall be allowed seven (7) calendar days to cure such deficiencies.
7. Each bidder shall submit unit prices for any item listed on the bid proposal sheet and said unit price shall cover all costs of any nature
8. The Township of Pennsauken reserves the right to select different vendors for specific items that would be in the best interest of the Township of Pennsauken
9. All bidders shall comply with the requirements of N.J.S.A. 10:5-30 through 38 and P.L. 1975, C. 127 (N.J.A.C. 17.27). An executed copy of "Exhibit A" Mandatory Affirmative Action Language" must be submitted with the bid proposal.

10. Non-Payment of Penal Ties and Interest on overdue Bills

Public funds may be used to pay only for goods delivered or services rendered. The Township will not pay penalties and/or interest on overdue bills. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the Township to pay additional fees.

11. Payment

Payment will be made after a properly executed Township voucher has been received and formally approved on the voucher list by the Township Committee at its subsequent regular meeting. The voucher will be certified correct by the department head who received the goods or services.

12. The contract shall be in effect for One (1) year, with two (2) optional one (1) year extension.

13. All bids shall comply with the requirements of N.J.S.A. 40A:11-1 et seq.

14. It is the intent of this specification to provide the Township of Pennsauken with a supplier of uniform requirements as outlined below for Pennsauken.

15. If you have any questions, please contact Katelyn Ubil, Purchasing Agent for the Township of Pennsauken in writing via email: Kubil@pennsauken.gov or via fax (856) 665-7602

16. All employee(s) are subjected to background checks and fingerprinting for all employee(s) hired in company that are working in the stations. Employee(s) must pass before award of contract. The Township of Pennsauken as the right to reject bid if employee(s) does not pass background check

INSURANCE AND INDEMNIFICATION

A. INSURANCE REQUIREMENTS

1. Worker's Compensation Insurance

Workers Compensation insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6.

2. General Liability Insurance

General liability insurance shall be provided with limits of not less than \$1,000,000.00 any one person and \$1,000,000.00 any one accident for bodily injury and \$2,000,000.00 aggregate for property damage and shall be maintained in full force during the life of the contract.

3. Automotive Liability Insurance

Automotive liability insurance covering contractor for claims arising from owned, hired, and non-owned vehicles with limits of not less than \$1,000,000.00 any one person and \$1,000,000.00 any one accident for bodily injury and each accident for property damage, combined shall be maintained in full force during the life of the contract.

4. Other Forms of Insurance Required

B. CERTIFICATES OF THE REQUIRED INSURANCE

Certificates of Insurance for those policies required above shall be submitted with the contract. Such coverage shall be with an insurance company authorized to do business in the State of New Jersey and shall name the owner as an additional insured.

Self-insured contractors shall submit an affidavit attesting to their self-insured coverage and shall name the owner as an additional insured.

INDEMNIFICATION

Vendor shall indemnify and hold harmless the owner from all claims, suits or actions, and damages or costs of every name and description to which the owner may be subjected or put by reason of injury to the person or property of another, or the property of the owner, resulting from negligent acts or omissions on the part of the contractor, the contractor's agents, servants or subcontractors in the delivery of goods and services, or in the performance of the work under the contract.

PRICING INFORMATION FOR PREPARATION OF BIDS

A. The Township is exempt from any local, state or federal sales, use or excise tax.

B. Estimated Quantities (Open-End Contracts): The Township has attempted to identify the item(s) and the estimated amounts of each item bid to cover its requirements; however, experience shows that the amount ordered may be different than that submitted for quote. The right is reserved to decrease or increase the quantities specified in the specifications pursuant to N.J.A.C. 5:30-11.2 and 11.10. **NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.**

D. Vendor shall insert prices for furnishing goods and services required by these specifications. Prices shall be net, including any charges for packing, crating, containers, etc. All transportation charges shall be fully prepaid by the contractor, F.O.B. destination and placement at locations specified by the owner. As specified, placement may require inside deliveries. No additional charges will be allowed for

any transportation costs resulting from partial shipments made for the contractor's convenience.

STATUTORY AND OTHER REQUIREMENTS

A. MANDATORY AFFIRMATIVE ACTION CERTIFICATION

No firm may be issued a contract unless it complies with the affirmative action provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. The following information summarizes the full, required regulatory text, which is included as Exhibit A of this bid specification.

1. Goods and Services (including professional services) Contracts

Each contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- i. A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or
- ii. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
- iii. A photocopy of an Employee Information Report (Form AA 302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

2. Maintenance/Construction Contracts

After notification of award, but prior to signing the contract, the contractor shall submit to the public agency compliance officer and the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division) an initial project workforce report (Form AA201) provided to the public agency by the Division for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7.

The contractor shall also submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of the contract to the Division and to the public agency compliance officer. The contractor shall also cooperate with the public agency in the payment of budgeted funds, as is necessary, for on-the job and/or off-the-job programs for outreach and training of minorities and women.

B. AMERICANS WITH DISABILITIES ACT OF 1990

Discrimination based on disability in contracting for the purchase of goods and services is prohibited. Bidders are required to read Americans with Disabilities

language that is included as Appendix A of this specification and agree that the provisions of Title II of the Act are made a part of the contract. The contractor is obligated to comply with the Act and to hold the owner harmless.

C. STOCKHOLDER DISCLOSURE

N.J.S.A. 52:25-24.2 provides that no corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the bid or accompanying the bid of said corporation or partnership, bidders shall submit a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. The included Statement of Ownership shall be completed and attached to the bid proposal. This requirement applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships and Subchapter S corporations. Failure to submit a stockholder disclosure document shall result in rejection of the bid.

D. PROOF OF BUSINESS REGISTRATION

N.J.S.A. 52:32-44 requires that each bidder (contractor) submit proof of business registration with the bid proposal. Proof of registration shall be a copy of the bidder's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-1730. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor.
- 2) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;
- 3) During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-1730.

H. NON-COLLUSION AFFIDAVIT

The Affidavit shall be properly executed and submitted with the proposal.

I. PAY TO PLAY

Starting in January 2007, business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year.

Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

TECHNICAL SPECIFICATIONS

Locations:

Pennsauken Police Department
2400 Bethel Ave
Pennsauken, NJ 08109

Pennsauken Municipal Court
2400 Bethel Ave
Pennsauken, NJ 08109

Police Department and Court total building square footage is 38,000

Pennsauken Police Department Substation
4700 Westfield Ave
Pennsauken, NJ 08110
Building square footage is 1,505

General Requirements:

1. The successful vendor shall be responsible for supplying cleaning agents/chemicals (see recommended list and as approved) cleaning towels, mops and mop heads, dust mops, plastic trash liners and cleaning equipment.
2. The successful vendor shall consent to have all employees who, during this agreement, may have access to the building, undergo a background investigation at the discretion of the Administrator. This action may be deemed necessary due to security requirements of areas which the employee may have access. The successful vendor shall be responsible for any costs associated with the background check.
3. The successful vendor shall provide each employee with a photo identification card identifying the bearer by name, position, and signature. Each employee must have this card in their possession while engaged in janitorial service activities and shall present this identification upon demand.
4. The term of this contract is for a period of one (1) year with two (2) optional one (1) year extension.
5. **THE TOWNSHIP OF PENNSAUKEN IS A RECYCLING COMMUNITY. ALL WASTEPAPER IS TO BE RECYCLED AS DIRECTED.**

QUALITY OF WORK:

All work shall be performed in a careful and professional manner in accordance with the very best commercial practice. Contractor shall schedule routine cleaning requirements to ensure that these are done in the order and time frame that are most efficient and have the least impact on normal operations.

Each vendor submitting a quote shall provide a list of no fewer than three (3) current customers, whose facility is similar in size, including contact names and phone numbers.

PAYMENT:

Payment shall be made monthly at the quoted price for the service and invoices shall be submitted on that basis. The quoted monthly price shall be the total rate for all services for this facility.

BACKGROUND CHECK/FINGERPRINTING:

Vendor must complete background check form for each employee that will be responsible to do cleaning at the Police Departments and Court. Employee(s) must pass background check. The Township of Pennsauken as the right to reject bid if employee(s) does not pass background check.

Process for Fingerprinting:

Each employee that will be working in the Police Departments/Court will fill out "Pennsauken Township Police Department Support Personnel Employment Application" and go to 2400 Bethel Ave, Pennsauken, NJ 08109 records window to scheduling fingerprinting.

Application form is due with bid documents for each employee(s) that will be working inside of the Police Departments/ Court

The Police department will give more details after the scheduling of the fingerprinting.

CANCELLATION OF CONTRACT

A quarterly "Walk Through" inspection will be required. If sufficient evidence is noted that work is not being done properly the vendor will be given twenty-four (24) hours' notice to correct the problems. If existing problems are not rectified, written notice will be given to vendor that contract is to be cancelled.

RECOMMENDED CLEANING AGENTS

Cleaning Products must meet the environmentally preferable cleaning products criteria. Therefore, bidders are advised to bid product equivalents that are environmentally

preferable cleaning products that can be certified by at least one of the five standards listed below.

- A. The Green Seal Standard for Industrial and Institutional Cleaners (GS-37)
<http://www.greenseal.org>
- B. The Environmental Choice Program Certification Criteria Document (CCD-146)
<http://www.environmentalchoice.com/>
- C. The US Environmental Protection Agency's Design for the Environment (DfE)
<http://www.epa.gov/dfe/pubs/projects/formulat/index.htm>
- D. The Green Seal Standard for Floor-Care Products- Finishes and Strippers (GS-40) <http://www.greenseal.org>
- E. The Environmental Choice Program Certification Criteria Document (CCD-147)
<http://www.environmentalchoice.com>

Air Freshener

An aerosol product, such as Lysol Disinfectant Spray or Glade

Equipment shall be in good working order, stored on the premises, and shall be an integral part of this contract. Equipment not in good working order shall be replaced within forty-eight (48) hours from time of notice.

Sufficient supplies and cleaning agents shall be stored on the premises and replaced as needed.

Janitorial Service

Work to be performed three (3) times per week

- Vacuum all carpeted areas (ONLY VACUUM CLEANERS WITH A HEPA FILTERING SYSTEM SHALL BE USED)
- Sweep and damp mop with approved cleaning agent, all tile and/or concrete floors
- Empty all trash and recycling cans in common areas, offices, locker rooms, and bathrooms and remove trash to appropriate dumpster or recycling container.
- Remove and replace all trash can liners
- Clean with approved cleaning agent, inside and outside of all internal glass doors, windows, and partitions and service windows including ground level windows at front and rear lobby areas.
- Clean and sanitize with approved cleaning agent, all drinking fountains
- Clean and sanitize all telephones
- Once (1) a week dust and spot clean desks and tables in all the stations area.
- All surfaces of fabric type furniture vacuumed. Sides, backs, and under cushions to be vacuumed monthly
- Spot clean fingerprints from doors, frames, sills, light switches, kick plates, etc.
- Spot clean carpet of any spills, spots, or stains
- Clean and sanitize, with approved cleaning agent, all bathroom sinks, toilets, urinals, and fixtures/polish all chrome faucets and fixtures.
- Clean and sanitize with approved cleaning agent, both sides of toilet seats.
- Clean and sanitize with approved cleaning agent, walls, partitions, and floors of shower areas
- Clean and Dust blinds once a month
- Clean windows on first floor of Police Administration Building two (2) times per year.
- Clean windows on first floor two (2) times per year
- Clean and mop all stairwells once a week.
- Clean cells and holding areas
- Mop and sweep all hallways
- Each bidder should be staffed and equipped in a manner commensurate with the ability to properly meet the requirements of these specifications.
- The successful vendor is to provide all labor necessary to provide janitorial services three (3) days a week. i.e., Monday, Wednesday, and Friday, between the hours of 8:00 a.m. and 12:00 p.m.
- It is required that each bidder familiarize themselves with the Police Administration Building which includes Pennsauken Municipal Court and the K-9 building by making a site inspection prior to submitting a quote. Appointments for this visit can be made by contacting Captain Jeffrey Wheeler at (856) 488-0080 Ext 2040

TOWNSHIP OF PENNSAUKEN

BID DOCUMENT CHECKLIST*

Required by owner	Submission Requirement	Initial each required entry and if required submit the item
<input checked="" type="checkbox"/>	Stockholder Disclosure Certification	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	
<input checked="" type="checkbox"/>	Bid Proposal Form	
<input checked="" type="checkbox"/>	Disclosure of Investments in Iran	
<input checked="" type="checkbox"/>	Acknowledgment Receipt of Addenda	
<input checked="" type="checkbox"/>	Certification of Non-Involvement in Russia or Belarus Pursuant	
<input checked="" type="checkbox"/>	Mandatory Affirmative Action Language	
	Prevailing Wage	
<input checked="" type="checkbox"/>	Americans with Disabilities Act of 1990 Language	
<input checked="" type="checkbox"/>	W-9	
<input checked="" type="checkbox"/>	Proof of Business Registration	
<input checked="" type="checkbox"/>	Back-Ground Check Application(s) (per employee(s))	
<input checked="" type="checkbox"/>	One Original Complete Bid and Two (2) Complete Copies of the Bid	

PROPOSAL FORM
JANITORIAL SERVICES FOR TOWNSHIP OF PENNSAUKEN

Janitorial Services three (3) days per week for **Pennsauken Police Administration Building and Municipal Court and Police Substation** as per specifications for and based on a weekly charge of:

Department	Price per week \$	Amount written in words
Police Department		
Court		
Police Substation		

Company Name: _____

Signature: _____

Date: _____

VENDOR INFORMATION

To assure that all future correspondence is directed to the correct address, assure proper ordering, expedite future payments, and in accord with I.R.S. regulations, the following information must be provided with this bid.

Name of Business: _____

Correspondence Address (including zip code):

Purchase Order Address (including zip code):

Payment Address (including zip code):

Telephone Number (including area code):

Email address:

Fax Number (including area code):

Employer ID# or SS #:

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission

Name of Business _____

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

Check the box that represents the type of business organization:

- | | | |
|--|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Corporation | |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Subchapter S Corporation | |

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day of _____, 20__.

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of _____

SS:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of full
age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in
connection with the above named project; and that all statements contained in said proposal and in
this affidavit are true and correct, and made with full knowledge that the _____

_____ relies upon the truth of the statements contained in said Proposal
(name of contracting unit)
and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure
such contract upon an agreement or understanding for a commission, percentage, brokerage, or
contingent fee, except bona fide employees or bona fide established commercial or selling agencies
maintained by _____.

Subscribed and sworn to

before me this day

Signature

_____, 2 _____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

FORM OF PROPOSAL

In compliance with the foregoing invitation for bids, and subject to all the conditions thereof, the undersigned offers and agrees, after having carefully examined the specifications, if this bid be accepted within a reasonable time from the date of the opening, to furnish any or all the items upon which prices are quoted, in accordance with the specifications applying, at the price set opposite each item.

The Legal Advertisement, Instructions to Bidders & General Specifications and Specifications and Plans applying form a part of this proposal.

Delivery, to destination as shown, on any or all of the items, to be completed within _____ days from receipt of order.

IMPORTANT: AS DELIVERY MAY BE A DECIDING FACTOR IN THE AWARD OF AN ORDER OF CONTRACT, IT IS IMPORTANT THAT BIDDERS FURNISH THE INFORMATION REQUESTED ABOVE.

Partnership ()

The undersigned is a Corporation ()

Individual () under the laws of the State

Of _____ having principal offices at:

Name of Company: _____

Address: _____

Dated: _____

Signature(s) and title(s) of person(s) authorized to sign.

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: _____

Bidder/ Offeror: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____	Relationship to Bidder/Offeror _____
Description of Activities _____	

Duration of Engagement _____	Anticipated Cessation Date _____
Bidder/Offerer Contact Name _____	Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Title: _____

Date: _____



**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES
IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3**

CONTRACT / BID SOLICITATION TITLE _____

CONTRACT / BID SOLICITATION No. _____

CHECK THE APPROPRIATE BOX

☐

I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in P.L.2022, c.3,¹ section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

OR

☐

I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the Quote being rendered as non-responsive, and the Department/Division will not be permitted to contract with such person or entity, and if a Quote is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Description of Prohibited Activity

Attach Additional Sheets if Necessary.

If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90th day after this certification, shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

Signature of Vendor's Authorized Representative

Date

Print Name and Title of Vendor's Authorized Representative

Vendor Name

Vendor Phone Number

Vendor Address (Street Address)

Vendor Fax Number

Vendor Address (City/State/Zip Code)

Vendor Email Address for Authorized Representative

Precluded Entities: List <https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

¹ Engaged in prohibited activities in Russia or Belarus" means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression,

disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing

Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Township of Pennsauken, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

TOWNSHIP OF PENNSAUKEN

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ **No addenda were received:**

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

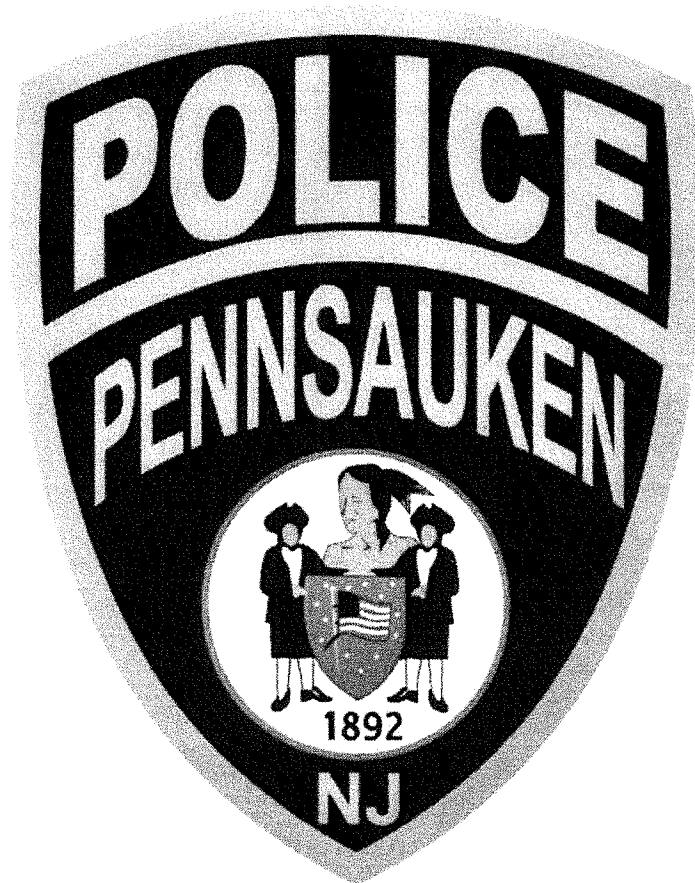
Name: _____
(Print or Type)

Title: _____

Date: _____

**Pennsauken Township Police Department Support
Personnel
Employment Application**

Special Law Enforcement Officer Class 1	Police Records
Chaplain	Civilian



Name:	Position:	Date:
-------	-----------	-------

Investigator's Initials _____

Applicant's Initials _____

A. PERSONAL DATA

Attach photo here>

1. Full Name _____
Last Name First Name Middle Name
2. Give any other names you have used or been known by:

3. Place of Birth _____
City State County Zip Code
4. Date of Birth _____ Age _____ Sex _____
Month Day Year
5. Height _____ Weight _____ Eyes _____ Hair _____
6. Social Security Number _____
7. Home Phone _____ Cellular Phone _____
Work Phone _____ E-Mail Address _____

Investigator's Initials _____ Applicant's Initials _____

B. CITIZENSHIP

1. Are you a native born citizen or naturalized citizen? _____
2. If you are of foreign birth, or are a naturalized citizen, complete the following:
 - a. Country of Birth _____
 - b. If you are a naturalized citizen, name and address of person who sponsored you upon arrival _____
 - c. First address after arrival _____
 - d. How did you obtain citizenship? _____
 - e. Petition Number _____ Date _____ Court _____
State _____ Certificate Number _____

C. SOCIAL STATUS

1. Name of Spouse, Fiancé, Significant Other, Life Partner, or Dating Partner: _____
2. If married, When: _____ Maiden Name: _____
3. Were you ever divorced or had a marriage annulled? _____
4. If divorced or annulled, Date: _____ Reason: _____
6. Has your spouse, fiancé, significant other, life partner, or dating partner ever contacted the police in reference to you for any reason? _____ If yes, provide dates, reasons, agency, and disposition _____
6. Has your spouse, fiancé, significant other, life partner, or dating partner ever been arrested, interviewed, detained, or convicted by any law enforcement agency? _____ If yes, provide dates, reasons, agency, and disposition _____

Investigator's Initials _____ Applicant's Initials _____

C. SOCIAL STATUS (CONTINUED)

7. List all children and dependants:

Name: _____ Age: _____ Relationship: _____
Current Address: _____

Name: _____ Age: _____ Relationship: _____
Current Address: _____

Name: _____ Age: _____ Relationship: _____
Current Address: _____

Name: _____ Age: _____ Relationship: _____
Current Address: _____

8. Are you now supporting all children, including adopted and step-children? _____

9. Are you obligated by court order to pay support for your children? _____

11. Is there currently or has there ever been a judicial order issued ordering you to pay
arrears in child support? _____ If yes, state full details _____

Data of Former Spouse (If applicable)

12. Name: _____ Date of Birth: _____
Present Address: _____

Phone Number: _____ Business Number: _____
Occupation: _____
Employer: _____

Investigator's Initials _____ Applicant's Initials _____

C. SOCIAL STATUS (CONTINUED)

13. Was your former spouse ever arrested, interviewed, detained, or convicted by any law enforcement agency? _____ If yes, provide dates, reasons, agency, and disposition. _____
14. Did your former spouse ever contact the police in reference to you for any reason? _____ If yes, provide dates, reasons, agency, and disposition. _____
15. Have you been the defendant or plaintiff of a final restraining order, temporary restraining order, ex parte or protection order? _____ If yes, provide dates, reasons, agency, and disposition. _____
16. Have the police ever been called to any home/residence in which you have resided? _____ If yes, provide dates, reasons, agency, and disposition. _____

Family Information

17. List: Father, Mother, Sisters/Brothers, Step-Father, Step-Mother, and Step-Brothers/Sisters:
- a. Name and Relationship: _____
Address: _____
Phone Number: _____
- b. Name and Relationship: _____
Address: _____
Phone Number: _____
- c. Name and Relationship: _____
Address: _____
Phone Number: _____

Investigator's initials _____ Applicant's Initials _____

C. SOCIAL STATUS (CONTINUED)

Family Information Continued

d. Name and Relationship: _____

Address: _____

Phone Number: _____

e. Name and Relationship: _____

Address: _____

Phone Number: _____

f. Name and Relationship: _____

Address: _____

Phone Number: _____

20. Have any members of you family (including in-laws) or members of your household ever been arrested for any reason other than traffic violations, or undergone any type of investigation by any agency, or subpoenaed by any Grand Jury or investigating body? _____ If yes, explain, including the name of the individual, relationship, date, location, charges, and final disposition. _____

21. List the name and agency of any relatives employed in law enforcement:

a. Name: _____ Agency: _____ Phone _____

Address: _____

b. Name: _____ Agency: _____ Phone _____

Address: _____

c. Name: _____ Agency: _____ Phone _____

Address: _____

Investigator's Initials _____ Applicant's Initials _____

D. RESIDENCE

1. Where do you now reside? _____

Phone number _____

2. How long have you resided there? _____

3. If you reside with someone other than spouse or parent(s), list:

a. _____
Name Relationship Social Security No. Date of Birth

b. _____
Name Relationship Social Security No. Date of Birth

4. In chronological order (start with the most recent), list every place in which
You have resided since birth:

a. Address: _____
Town/City _____ County: _____ State: _____
From _____ to _____

b. Address: _____
Town/City _____ County: _____ State: _____
From _____ to _____

c. Address: _____
Town/City _____ County: _____ State: _____
From _____ to _____

d. Address: _____
Town/City _____ County: _____ State: _____
From _____ to _____

e. Address: _____
Town/City _____ County: _____ State: _____
From _____ to _____

Investigator's Initials _____ Applicant's Initials _____

D. RESIDENCE (Continued)

5. If residing with someone, have they ever been arrested, interviewed, detained, or Convicted by any law enforcement agency? ____ If yes, provide, dates, reasons, Agency and disposition. _____

6. Has the person you reside with ever contacted the police in reference to you for any Reason? ____ If yes, provide dates, reasons, agency, and disposition. _____

7. List all places you are registered to vote (if none, so state):
a. County: _____ State: _____ Year: _____
b. County: _____ State: _____ Year: _____
8. If you are not registered to vote, explain why: _____

E. EDUCATION

**Education
High Schools/Vocational Schools Attended**

Upon my receipt of this questionnaire, I will IMMEDIATELY forward all transcripts from all schools, colleges, or universities attended; to the: Pennsauken Police Department, Professional Standards Unit, 2400 Bethel Avenue, Pennsauken, NJ 08109

(List most recent attended first)

1. Name: _____
Address: _____
Phone Number: _____
Dates Attended: From _____ To _____
2. Name: _____
Address: _____
Phone Number: _____
Dates Attended: From _____ To _____

Investigator's Initials _____

Applicant's Initials _____

E. EDUCATION (CONTINUED)

College/Universities Attended

4. Do you possess a college/university degree? _____
5. Type: AA _____ AS _____ BA _____ BS _____ MA _____ MS _____ Other _____
6. If not, how many college credits have you earned? _____
7. Have you ever received a scholarship/grant? _____
8. What is/was your major field of study? _____
9. What is/was your minor field of study? _____
10. Do you currently have any outstanding debts with any colleges (deferred loans, tuition, grants, parking citations, lab costs, etc.)? _____ If yes, provide amount of debt and reason. _____

**Colleges or Universities Attended
(List most recent attended first)**

11. Name: _____
- Address: _____
- Phone Number: _____ Dates Attended: From _____ to _____
- Credits Earned: _____ Degree Earned: _____ Final G.P.A. _____
12. Name: _____
- Address: _____
- Phone Number: _____ Dates Attended: From _____ to _____
- Credits Earned: _____ Degree Earned: _____ Final G.P.A. _____

Investigator's Initials _____ Applicant's initials _____

E. EDUCATION (CONTINUED)

13. Name: _____

Address: _____

Phone Number: _____ Dates Attended: From _____ to _____

Credits Earned: _____ Degree Earned: _____ Final G.P.A. _____

14. Have you ever been suspended, expelled, or placed on academic probation from any school or educational facility? _____ If yes, explain _____

15. List any problems at school, including college (absenteeism, tardiness, failing grades.)
a. School: _____ Problem: _____
b. School: _____ Problem: _____

16. Have you ever been interviewed, detained, arrested, or had contacted with any college police agency? _____ If yes, explain _____

Foreign Language Skills

17. Are you able to communicate in any language other than English (including sign language)? _____
A. Language _____ Fluency Level (Low ☐ Medium ☐ High ☐
B. Language _____ Fluency Level (Low ☐ Medium ☐ High ☐

Investigator's Initials _____ Applicant's Initials _____

F. EMPLOYMENT

Current Employer

1. Employer Name: _____ Phone Number: _____
Address: _____
Date Hired: _____ Salary: _____ Supervisor: _____
Duties: _____

2. Are you now engaged in any business as an owner (active or silent), partner, Stockholder, or corporate member? _____ If yes, explain _____

Previous Employment

List below, starting with most recent, each place you were employed. Give full addresses and telephone numbers, including all part-time, unreported, and unclaimed employment:

3. Employer Name: _____ Phone Number: _____
Address: _____
Supervisor: _____ Reason for Leaving: _____
Duties: _____

4. Employer Name: _____ Phone Number: _____
Address: _____
Supervisor: _____ Reason for Leaving: _____
Duties: _____

5. Employer Name: _____ Phone Number: _____
Address: _____
Supervisor: _____ Reason for Leaving: _____
Duties: _____

6. Employer Name: _____ Phone Number: _____
Address: _____
Supervisor: _____ Reason for Leaving: _____
Duties: _____

Investigator's Initials _____ Applicant's Initials _____

F. EMPLOYMENT (CONTINUED)

If you answer "yes" to any of the below questions, give full details including circumstances in each case.

7. Have you ever been discharged/terminated/fired/ or disciplined by any employer? _____
If yes, explain _____

8. Have you ever been the subject of a citizen, client, or co-worker complaint? _____
If yes, explain _____

9. Have you resigned (quit) while anticipating that your employer intended to discharge (fire) you for any reason? _____ If yes, explain _____

10. Have you ever walked off (left) a job without giving proper notice? _____
If yes, explain _____

11. Have you ever resigned (quit) from a job by mutual agreement following allegations of unsatisfactory work performance? _____ If yes, explain _____

12. Have you ever stolen anything from any of your employers? _____
If yes, explain _____

13. Have you ever committed any other crimes (even of which was undetected) while on any job you ever held? _____ If yes, explain _____

14. Have you had any extended work absences for reasons other than medical or earned vacations? _____ If yes, explain _____

Investigator's Initials _____ Applicant's Initials _____

F. EMPLOYMENT (CONTINUED)

Unemployment

15. Have you ever received unemployment or other federal, state, or local benefits or assistance? _____ If yes, provide Local Office: _____
Type: _____
Address: _____
Give Periods: From: _____ To: _____
From: _____ To: _____

16. Have you ever received any allowance to which you were not entitled? _____
If yes, explain _____

Law Enforcement Inquiries

17. Have you applied with any other Law Enforcement Agency? _____
If yes, provide agency, date, and present status _____

18. Have you ever been rejected by a Police Department or Law Enforcement Agency for employment? _____ If yes, provide agency, date, and reason _____

Investigator's Initials _____ Applicant's Initials _____

G. ORGANIZATION MEMBERSHIPS AND HOBBIES

List Current and Past Memberships to any Clubs, Societies, or Organizations that you have participated in:

1. Name: _____ Type: _____
Date: From _____ to _____ Rank/Title _____
2. Name: _____ Type: _____
Date: From _____ to _____ Rank/Title _____
3. Name: _____ Type: _____
Date: From _____ to _____ Rank/Title _____
4. Name: _____ Type: _____
Date: From _____ to _____ Rank/Title _____
5. Name: _____ Type: _____
Date: From _____ to _____ Rank/Title _____

List All Hobbies and Past Time Activities

6. Hobbie/Activity _____ Years: _____ Level: _____
7. Hobbie/Activity _____ Years: _____ Level: _____
8. Hobbie/Activity _____ Years: _____ Level: _____
9. Hobbie/Activity _____ Years: _____ Level: _____
10. Hobbie/Activity _____ Years: _____ Level: _____

Investigator's Initials _____ Applicant's Initials _____

H. MILITARY

1. Are you registered with the Selective Service System? _____
2. Have you served in the Armed Forces of the United States? _____
If yes, Branch(es) of Service: _____ Service Number: _____
3. Dates of Service: From _____ to _____
From _____ to _____
4. Type of Discharge: (Exclude Medical Reasons): _____
5. Job Title and Rank at Time of Separation? _____
6. Primary M.O.S./A.F.S.C. _____ Secondary M.O.S./A.F.S.C. _____
7. Do you have current military reserve obligation: _____ If yes,
Active _____ Inactive _____
8. Date Reserve Obligation started is scheduled to terminate:
From: _____ To: _____
9. If you have a reserve obligation, provide you reserve organization's
Name and address below:
Organization: _____
Address: _____
Supervisor: _____ Business Phone: _____
10. Were you ever subject to any type of disciplinary action (including Article 15's)
under the Uniform Military Justice while serving in the Armed Forces? _____
If yes, describe in detail _____

11. Have you ever been denied/refused entrance to any U.S. Armed Forces? _____
If yes, explain the basis for your denial _____

12. List all awards, medals, commendations, unit awards, operational awards, etc. you
Received while serving in the military _____

Investigator's Initials _____ Applicant's Initials _____

I. CRIMINAL HISTORY

1. Have you ever been _____ "(check all that apply)" by any Law Enforcement Agency, College/University, or Campus Police?

- a. Arrested _____ b. Interviewed _____ c. Interrogated _____
d. Detained _____ e. Indicted _____ f. Convicted _____
g. Received a Criminal Summons _____
h. Received a Civil Citation _____
i. Received a Criminal Complaint Via Mail _____

If checked, explain in detail, giving date, reason, agency, and disposition _____

Are you currently:

2. Charged with a Criminal/Civil Offense or Juvenile Delinquency by any Law Enforcement Authority? _____

3. On Bail or out on Personal Recognizance or other conditional release for any Reason? _____

4. Probation or Parole of any type? _____
If yes, explain in full detail _____

5. Are you aware of any outstanding criminal/civil summons or warrants issued for your arrest? _____ if yes, explain in detail _____

6. Have you ever assaulted anyone (i.e. fights, domestic violence)? _____
If yes, explain in detail _____

Investigator's Initials _____ Applicant's Initials _____

I. CRIMINAL HISTORY (CONTINUED)

7. Have you ever been issued/served with any of the following:
Bench Warrant _____ Arrest Warrant _____
Criminal Complaint Summons/Warrant _____
Court papers for any type of court appearance _____

If checked, explain in detail providing the date, reason, agency, and Disposition. _____

8. Have you ever been arrested for/or convicted of a criminal offense, include city Ordinance violations (i.e. Underage consumption, noise violation, violation of fish and game laws? _____
If yes, provide all details, giving dates, location, arresting agency, court disposition, etc. _____

9. Have you ever had any records expunged ? _____ If yes, provide full details.

10. Have you ever used, ingested, experimented, tasted, and/or possessed any narcotics/controlled dangerous substance not prescribed by a physician? _____
If yes, explain _____

11. Have you ever associated with, are related to, or had/have an ongoing friendship/ personal relationship with anyone you suspected or knew/know was/is a seller/ distributor of narcotics/controlled dangerous substances? _____
If yes, explain in full details _____

12. Have you ever been present when illegal drugs/narcotics/controlled dangerous substances were sold, used, possessed, or delivered? _____ If yes, provide full details _____

Investigator's Initials _____ Applicant's Initials _____

J. MOTOR VEHICLE AND LICENSE INFORMATION

1. List all motor vehicles currently owned and/or operated by you and your Spouse/fiancé:
a. Make: _____ Model: _____ Tag: _____ State: _____
b. Make: _____ Model: _____ Tag: _____ State: _____
c. Make: _____ Model: _____ Tag: _____ State: _____
d. Make: _____ Model: _____ Tag: _____ State: _____
2. Automobile Insurance Co. _____
Policy# _____ Agent: _____ Phone _____
Address: _____

3. Has your license or privilege to operate a motor vehicle ever been refused, revoked, suspended, or cancelled for non-medical reasons? _____ If yes, explain in detail _____

4. Has your motor vehicle registration ever been refused, revoked, suspended, or cancelled for non-medical reasons? _____ If yes, explain in detail _____

5. Have you ever been detained, arrested, or charged, with driving while intoxicated (DWI) or driving while under the influence (DUI)? _____
if yes, explain in detail supplying date, location, arresting agency, disposition etc. _____

6. Do you currently have any violations in this state or any other state that are outstanding? _____ If yes, explain in detail supplying reason, dates, agency, disposition _____

7. Have you ever obtained or possessed a falsified or fictitious driver's license? _____
_____ If yes, explain in detail and include the reason for possession _____

Investigator's Initials _____ Applicant's Initials _____

J. MOTOR VEHICLE AND LICENSE INFORMATION (CONTINUED)

8. List all traffic violations/summonses, tickets, parking tickets, and accidents that you have been involved in. Circle either violation or accident. List exact violation and municipality/city and state where violation occurred). (Exclude parking meter tickets.

a. Violation/Accident Date: _____ Location: _____
Issuing Agency: _____ Paid Fine: _____ Court Appearance _____
Disposition: Guilty _____ Not Guilty _____ Driving School _____ Probation _____
If other, explain _____

b. Violation/Accident Date: _____ Location: _____
Issuing Agency: _____ Paid Fine: _____ Court Appearance _____
Disposition: Guilty _____ Not Guilty _____ Driving School _____ Probation _____
If other, explain _____

c. Violation/Accident Date: _____ Location: _____
Issuing Agency: _____ Paid Fine: _____ Court Appearance _____
Disposition: Guilty _____ Not Guilty _____ Driving School _____ Probation _____
If other, explain _____

d. Violation/Accident Date: _____ Location: _____
Issuing Agency: _____ Paid Fine: _____ Court Appearance _____
Disposition: Guilty _____ Not Guilty _____ Driving School _____ Probation _____
If other, explain _____

e. Violation/Accident Date: _____ Location: _____
Issuing Agency: _____ Paid Fine: _____ Court Appearance _____
Disposition: Guilty _____ Not Guilty _____ Driving School _____ Probation _____
If other, explain _____

f. Violation/Accident Date: _____ Location: _____
Issuing Agency: _____ Paid Fine: _____ Court Appearance _____
Disposition: Guilty _____ Not Guilty _____ Driving School _____ Probation _____
If other, explain _____

Investigator's Signature _____ Applicant's Signature _____

AFFIDAVIT AND CERTIFICATION OF APPLICANT

I certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

I am aware that any misrepresentation of information supplied by me will result in my disqualification from the selection process. Furthermore, I authorize the Pennsauken Police Department to verify any and all information contained herein and to review my employment, education, financial, criminal history, military, disciplinary, and any other records and information from any source as noted in the duty executed authorization and release form.

I have read this certification and I understand and agree to the conditions imposed herein.

Date: _____ Signature _____

State of _____

County of _____

Sworn to and subscribed before me this
_____ day of _____, 20____

Sign in Ink

Notary Public, My commission expires _____

DO NOT WRITE BELOW THIS LINE

Signature of Applicant in the presence of Investigator

Date

Signature of Investigating Officer

CHARACTER REFERENCES

Provide the names and addresses of four (4) personal friends who are not listed elsewhere in this application:

1. Name: _____
Address: _____
Home Phone Number: _____ Cellular Phone Number _____
Occupation: _____ Years Known: _____
2. Name: _____
Address: _____
Home Phone Number: _____ Cellular Phone Number _____
Occupation: _____ Years Known: _____
3. Name: _____
Address: _____
Home Phone Number: _____ Cellular Phone Number _____
Occupation: _____ Years Known: _____
4. Name: _____
Address: _____
Home Phone Number: _____ Cellular Phone Number _____
Occupation: _____ Years Known: _____

Investigator's Initials _____ Applicant's Initials _____